

Exemption Request Form

State agencies should use this form to request an exemption for purchasing IT commodity items through an avenue other than DIR contracts.

Date Submitted:

Expedited Exemption Request: ☐ Yes ☐ No

If yes, attach a statement from the head of the requesting state agency describing the situation and the reasons for expedited review

Agency Information

Agency Name:

Agency Number:

Address:

City, State, Zip:

Agency Contact Information

Name:

Title:

Phone Number:

E-mail Address:

Fax Number:

Alternate Contact Information (OPTIONAL)

Name:

Title:

Phone Number:

E-mail Address:

Fax Number:

Proposed Procurement Information

Anticipated Date of Procurement:

Anticipated Duration of Procurement:

Provide the following information for each item covered in this request.

Commodity Item to be Procured:

Commodity Type: ☐ Hardware ☐ Software ☐ Service

IT Commodity:

Commodity Item Description:

Provide the following if available:

Vendor:

Manufacturer/Publisher/Service Provider (if different from Vendor):

Part Number (if available):

Quantity:

Unit Price:

Extended Price:

Justification for Exemption Request:

☐ Cost

☐ Funding Source Restrictions

☐ Proprietary Restrictions

☐ Terms and Conditions

☐ Compatibility with Existing Technology Infrastructure

☐ Other

Provide sufficient information to support the validity of the request.

Submit this form via one of the following methods:

FAX: (512) 475-4759

Email: exemption@dir.texas.gov

U.S. Mail: Denny Ross

Texas Department of Information Resources

P.O. Box 13564, Austin, TX 78711-3564

Do not use U.S. Mail for Expedited Exemption Requests